

**MICHIGAN MECHANIC  
CERTIFICATION RENEWAL****THIS IS YOUR ONLY RENEWAL NOTICE!**

APPROVED BY/APPROVAL DATE

**PIN:**

1. C9RTIFICATION NO.

2. COUNTY

3. BIRTH DATE

4. EXPIRATION DATE

5. EMAIL ADDRESS

6. NAME AND ADDRESS

Mechanics now may renew their certifications by mail or **online**. To renew online, go to [www.Michigan.gov/sos](http://www.Michigan.gov/sos) and click on "Automotive-related Businesses" then "Information for Mechanics" for additional information. You will need your PIN number, the last five digits of your Social Security number, and a valid Discover, MasterCard, Visa or electronic check information.

Your Michigan mechanic certification will expire on the date shown in Box 4. To renew your certification by mail, please review the information in Boxes 1-6 for any errors and complete items 7-9. As you review the form, fill in any missing information or draw a line through any error and print the correct information.

**IF YOU ALLOW YOUR CERTIFICATION TO EXPIRE you may not work as a certified mechanic. Also, you will be charged a late renewal fee of \$30.**

**7. CERTIFICATION FEE (CHECK THE APPROPRIATE BOX):**☐ **Regular Renewal Fee - \$20**☐ **Late Renewal Fee - \$30** (You must pay a late fee if this renewal form is received after the expiration date shown in Box 4.)**IF YOUR CERTIFICATION HAS BEEN EXPIRED MORE THAN 12 MONTHS, CALL (888) SOS-MICH (767-6424) FOR INSTRUCTIONS.**

**8. CONVICTIONS** – If you have been convicted of an auto-related crime, other than a traffic violation, in Michigan or any other state within the past 12 months, give complete details below. Attach additional sheet, if necessary.

Details: \_\_\_\_\_

Date of Conviction(s): \_\_\_\_\_

Court of Record: \_\_\_\_\_ City and State: \_\_\_\_\_

**9. CERTIFICATION AND SIGNATURE.** I certify to the truth and accuracy of all statements and representations made in this application, including all statements attached hereto, and further agree that any legal process affecting me served on the Secretary of State or his/her deputies shall have the same effect as if it were personally served on me, and hereby authorize the release of all criminal history information on file that pertains to me at the Michigan State Police Central Records Division. **I further certify that I have NOT been convicted of an auto-related crime, other than a traffic violation, within the last 12 months unless indicated above.**

\_\_\_\_\_  
**Signature**\_\_\_\_\_  
**Date**

**Any misleading, incomplete or false statement, or failure to notify the Department of State of material changes, may be grounds for revocation, suspension or denial of certification as a Michigan motor vehicle mechanic.**

Make check or money order payable to: **STATE OF MICHIGAN. DO NOT SEND CASH.** Change of address must be indicated in Box 6 above.

RETURN TO: **Michigan Department of State  
Licensing Unit  
Lansing, Michigan 48918**

**REMINDER: If you perform motor vehicle repairs part-time or during evenings at any place other than a registered repair facility, you must obtain a repair facility registration if you intend to be paid for the work you perform.**

DEPARTMENT USE ONLY

**Call (888) SOS-MICH (767-6424) with questions regarding mechanic certification.**

**Motor Vehicle Service and Repair Act training (basic regulatory requirements) is now available to repair facility owners, managers and other personnel at no charge! To register, call (517) 373-6993.**